



Dr. Michael Sugai

27 Major Mackenzie Drive East Unit 102 | Richmond Hill, ON | L4C 1G6

Notice of Practice Closure

Dear Patients:

After much consideration I have decided to retire from my Rheumatology practice. **My last day of patient care will be on December 16, 2024.**

Finding a New Rheumatologist

For those whose ongoing care will best be served under a new Rheumatologist, typically, we have mutually reached this conclusion. Every effort has been made by myself and staff to arrange an onward referral on your behalf, excepting a few situations. Due to the volume of this undertaking, we can only commit to providing this service once, unless there may be extenuating circumstances. For some, this may not be feasible or currently necessary. Your care is returned to your family doctor. Should your needs change in the future, the family doctor will arrange a referral to a new Rheumatologist as necessary.

If you have an urgent medical matter in the absence of a doctor, you should proceed to the nearest emergency room.

Your Medical Record

I am required by the College of Physicians & Surgeons to store all original patient records for a period before they can be destroyed. I've selected **RSRS**, a physician-managed company to safely and securely **store** all patient records from my practice.

Going forward, RSRS will also handle all requests for records **retrieval**.

Please do not contact my office with your request for records and files retrieval.

RSRS will assist you in obtaining a *certified and searchable copy of your record* for yourself and/or a new physician. To arrange for a copy of your record, please contact RSRS at:

www.recordsolutions.ca/DrSugai

Tel: 1-888-563-3732

Fax: 1-877-398-5932

Email: info@rsrs.com

(There is a fee for the copy/transfer of medical records, but it is not prohibitive.)

Once again, I have enjoyed working with you to assist with your health care needs and wish you well and good health into the future.

Sincerely,

Dr. Michael Sugai

*RSRS is a physician-managed medical records storage facility. They are fully compliant with the guidelines set by the College of Physicians and Surgeons of Ontario and the relevant privacy regulations.